



Natural Resources Conservation Service
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June 8, 2007

WEST VIRGINIA BULLETIN NO: WV300-7-15

SUBJECT: July Open Obligations Audit List for Farm Bill Programs

Purpose: To distribute the July Open Obligations audit list and provide guidance for completing FO level responsibilities.

Expiration Date: This bulletin expires September 30, 2007

Action Required By: July 12, 2007

Attached is the July Open Obligations audit lists for Farm Bill Programs in Late and Current status. Please follow the instructions below to complete required items for the audit. If you have questions, contact JR Wolfe, Resource Conservationist at 284-7583.

Please check to insure that the contract start and expiration dates are filled in on the CCC 1200. The start date is the date the CCC representative signed the contract. The expiration date can be checked in ProTracts.

All items listed below will be scanned and converted to one (1) PDF file and saved as "MG and contract#" (ex: MG743D473A234) then submitted to the Area Office:

For ProTracts contracts that are current:

- A scanned copy of the CPA 1200 signature page with the participant(s) signature and contract start and end dates (see above).
- If the amount needed to complete the contract is not the same as listed on the FFIS report under open balance, notify the ASTC-FO. The ASTC-FO will consolidate these discrepancies and forward to the ASTC-Programs.

For ProTracts contracts with practices late:

- A copy of the NRCS-CPA-13 prepared according to program guidance and dated on or after January 1, 2006 to the ASTC-FO.

If the NRCS-CPA-13 has not been prepared:

- A scanned [WV-180-13](#) form completed according to program guidance.



- A letter signed by the DC and contract participant listing contract items completed, items scheduled for the current calendar year and the planned timeline for installing these practices remaining in the contract.
- A modification document (1156) bearing the electronic signature of the NRCS person with authority to approve the modification and the signature of the contract participant(s) if required by CPM 440.512, Subpart F, 512.50(D).

ASTC-FO

The ASTC-FO will review the submitted documents and consolidate the responses for forwarding to the ASTC for Programs. The forwarded responses for each contract will include the statement below signed by the ASTC-FO:

"I have reviewed the attached contracts and the remaining balance of \$_____ is needed to carry out the terms and conditions of the contracts."

- Below this statement will be the name and title of the ASTC-FO, the signature and date.

***Note:** This statement is to be scanned and merged into the appropriate PDF contract file before sending to the S: drive.*

- Consolidate the scanned files from field offices and, after reviewing for completeness, post to the state office network server in the S:\NHQ_FNM Reports\month 2007\Program files.month 07 directory.

Contact your ASTC-FO with questions about transmitting files to the Area Office.

/s/ Richard D. Heaslip, Acting for

KEVIN WICKEY
State Conservationist

Attachments: [Program Practices Late – ProTracts July List](#)
[Program Practices Current – ProTracts July List](#)

DIST: A, F